

YOUTH SERVICES POLICY

Title: Verification of Credentials Next Annual Review Date: 02/23/2011	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.41
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References: YS Policy Nos. A.2.1 "Employee Manual" and A.2.2 "Pay Administration and Management"; the Civil Service Human Resources Handbook; and DD-214	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 02/23/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To describe the documentation required to verify qualifications for a position or to perform certain services.

III. APPLICABILITY:

Deputy Secretary, Undersecretary or designee, Deputy Assistant Secretaries, all Human Resources offices and all other classified employees of Youth Services (YS).

IV. DEFINITIONS:

DD-214 - official document of military service.

Unit Head - Deputy Secretary, Facility Directors, and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy that official verification of college course work, baccalaureate or other degrees, business or trade school course work and/or training, military service for which veterans' preference points are claimed, and/or professional licenses or certificates be furnished to the appointing authority of the employing agency by an employee when:

- A. Such documentation is required by the Department of Civil Service or other regulatory agency to verify qualifications for appointment to a specific position or to perform certain services.
- B. Credit for such has been claimed by the employee on his/her Civil Service application.
- C. Such credit is a determining factor in:
 - 1. meeting the minimum qualifications; and
 - 2. special pay requests.

VI. PROCEDURES:

A. Required Documents

- 1. College: official transcript.
- 2. Business or trade school: letter or other official document indicating completion of specific course work.
- 3. Military service: DD-214.
- 4. Professional licenses or certificates: certified copy of the license or certificate.

B. License Renewals

Renewal of Professional licenses must be furnished to the employing HR Office (or Central Office as appropriate) at least 15 days prior to the expiration date of the license.

C. Failure to Provide Verification of Qualifications

Newly hired employees must furnish the required verification documents within 60 calendar days of appointment unless he/she is employed in a professional practice position for which verifications are required prior to or at the time of employment. If the required verification documents are not furnished within 60 days, the job appointment or probational appointment shall be changed to a restricted appointment retroactive to the original date of employment and terminate immediately.

D. Credential Verification of Permanent Employees

Additional credentials, or certification required for qualification or special pay requirements for a permanent employee, must be furnished to the Human Resources Office prior to the effective date of the personnel and/or pay action.

E. Human Resources Staff

The employing HR Office (or Central Office as appropriate) will inform affected employees of the type of verification required, and of the consequences of their failure to provide such verification.

The Central Office Human Resources staff will request the required verification documents from the affected employees within the applicable time frames and recommend appropriate courses of actions and/or solutions when the employees fail to provide such documentation.

Required documents shall be verified by the employing Human Resources staff prior to effective dates for employees transferring into YS.

VII. EXCEPTIONS:

Any exceptions to this policy must be requested in writing and approved by the Deputy Secretary.

Previous Regulation/Policy Number: A.2.41

Previous Effective Date: 12/10/08

Attachments/References: